

Dear Parents,

I am delighted that you are taking steps towards the Spiritual development of your child. Professionals in child development have found that the first five years of a child's life are the most critical in the development of their personality and self-concept. Intellectually, the child learns more in these five years than any other stage of life. Because learning will never again be so rapid, now is the best time to lay spiritual foundations in the life of your child.

We are delighted that you have chosen to let us be a part of your child's spiritual development. We will do our best to provide excellent care that is in line with our mission statement. This handbook has been prepared to be used as a written tool that will assist both the Preschool Ministry and the parents in caring for your child in the best possible way.

Your child is a precious gift from God. Thank you for entrusting him to our care. My prayer is that your child will learn and grow this year. If you have any questions or concerns please contact me at 778-1125.

Loving His Children,

Beth Tanaka

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Director of Preschool Ministries

SONshine Kid's Preschool Ministries

Mission Statement

“SONshine Kids exists to provide an environment where the love of God can SHINE into the lives of preschoolers.”

We commit to:

S- Safety: provide an environment that is safe and friendly where children's needs are met.

H- Hopeful Environment: create a place where God's love is shown and where each child leaves the classroom knowing that Jesus and their teachers love them.

I- Instruction: teach what is Biblical, age appropriate, hands-on, relevant, and fun!

N- Nurture: help lay, nurture, and build spiritual foundations.

E-Encouragement of Parents: supplement parents in their attempts to lay strong Biblical foundations in the lives of their children that will ultimately lead to a personal encounter with Jesus Christ.

Bible Study Schedule

Hours:

- 8:15 a.m. to 9:15 a.m. (Mixed Nursery & Mixed Preschool)
- 9:30 a.m. to 10:40 a.m. (Session for Infants- Pre-K only)
- 11:00 a.m. to 12:10 p.m.

You are welcome to drop your child off 15 minutes before class begins. Please do not bring them earlier as the teachers are preparing for class. All children should be picked up promptly after class.

Departments:

- Early Nursery: Infants- Early Walkers
- Older Nursery: Older Walkers
- Early Preschool: 2-Year-Old- 3-Year-Old Departments
- Older Preschool: 4-Year- Old- Kindergarten Departments

Nursery classes are divided by developmental stages. Preschool classes are divided by birth date. Check at one of the Welcome Desks in the main lobby or at one of the Preschool Hospitality Desks for exact room numbers.

POLICIES AND PROCEDURES

1. **SLOW DOWN.** It is important that your child have a positive experience from the start. If the children sense that everyone is rushing, they react with anxiety. We will need **TIME** to make each child feel special. Please be patient as our teachers receive children with love and appreciation
2. Please label all items belonging to your child including coats, bottles, blankets, cups, etc. Please do not bring toys from home for your child to play with. They may get lost or misplaced with Nursery/Preschool toys.
3. When enrolling your child in Nursery or Preschool, please fill out a registration card. This card has emergency numbers as well as food allergies included on it. It is very important that we have this type of information on file for each child.
4. Toddlers and Older Preschoolers will receive a small snack, of saltines or graham crackers at the transition time. Signs will be posted outside of a classroom door when other foods will be served as a teaching tool. No snacks are to be brought from home to share in class. Let us know if your child has any food allergies. Allergy tags are available at each sign-in table.

5. Infants can be fed formula, milk, juice, or water as provided in plastic bottles. Time and circumstances do not allow for any other type of feeding. Parents of babies are asked to fill out an informational half sheet each week when they drop off their infants to indicate feeding schedules. A Nursing Room is available for nursing mothers between room A239 and A237 and in the ROC.
6. We are unable to administer any medication to your child.
7. To protect the health of all our children, we cannot accept a child that is ill. Please see our “Well- Child Policy” below.
8. Your child may cry when left with us. This is a normal, healthy show of preference for parents. If a child cries for over 10- 15 minutes, we will page you. (Pagers are available for each Preschool family).
9. Please follow the Security system as printed in this book. We want to keep our Preschoolers safe at church.

WELL CHILD POLICY

1. We can only accept well- children into our Preschool/ Nursery. If you bring your children when they are ill, all other children are exposed to whatever they have. This can create an endless cycle of children being sick. We cannot accept a child into the Nursery/ Preschool area if:
 - a. The child has had a fever of over 101.5 degrees within 24 hours.
 - b. The child has a runny nose and the mucus is turning green, which indicates infection. If the runny nose is clear, this can be an indication of cutting teeth or allergies. If you are unsure of the cause, please check with your pediatrician BEFORE you bring your child to church.
 - c. The child has diarrhea or vomiting.
 - d. The child’s eyes are pink or have a discharge. Eye infections are VERY contagious.

- e. The child has a sore throat or an ear infection.
 - f. Questionable rashes.
2. If a child develops a fever or other symptoms of illness, the Director of Preschool Ministries will remove the child to a safe place where he can rest. Parents will be paged as soon as possible.

These guidelines are for the protection of your precious children. We appreciate your help in creating a safe and healthy environment for your child and others.

PRESCHOOL SECURITY POLICY (ARRIVAL & DEPARTURE)

We want for our children to be safe at church. In order to ensure that each child is returned safely to his mom and dad, we need your help. Please be consistent in using the following Security Policy:

Photo ID system:

Our photo ID system is for regular attendees. (Church membership is not required). All parents with children ages 0- Kindergarten who attend Preschool Bible Study classes need a security access card. Each parent will receive a security access card with his or her photo and name on the front. Photos are taken in room A122 before and after services. Security access cards will be ready the following week and can be picked up at the ROC security desk.

How does it work?

All parents are to first pick up a pager at one of the Preschool Hospitality Desks (one pager per family).

Parents will scan their security access card at the proper security door before entering.

Parents will then sign their children into an age appropriate room. They must include information regarding food allergies and pager number. Allergy tags are available for children with allergies. Potty training

stickers are available for children who are potty training. Parent must place a nametag on child's back.

Upon returning to pick up their children, parents must turn in their pager to a Preschool Hospitality Desk. They will then scan their security access card at the door before entering secured preschool areas. At the child's classroom door, the parent **MUST** present his or her security access card.

Questions?

Where will the ID cards be kept? Parents will be responsible for their own cards. We will provide lanyards so that they can be worn on Sunday mornings.

What about guests? Guests should stop by one of the Preschool Hospitality Desks. On their first visit, they will be asked to fill out a visitor information form. Guests will be given one pager and a temporary security access card for each child. The card will have a number which will be placed on the child's nametag. When picking up the child, the individual should return the card to the child's teacher who will match the number on the card with the number on the child's nametag. Visitors will receive security access card upon request or when they become regular attendees (usually 4+ visits).

What if a parent needs someone else to pick up his or her child? The names of individuals who can pick up the child should be written on the sign-in sheet at the beginning of the session. When someone besides the parent comes to pick up the child, he or she has two options:

1. Pick up a temporary security access card from one of the Preschool Hospitality desks before dropping off the child and follow the same procedure as a guest.
2. If the child was dropped off by a parent, but picked up by someone who does not have a card, the individual should stop at the nearest Preschool Hospitality Desk. A Hospitality Team Member will check the individual's Driver's License or other photo ID and check the sign-in sheet for parental permission. The Hospitality Team Member should walk the individual to the child's classroom door.

Note: A security access card may only be used by the person whose photo and name appear on it.

What if a parent forgets his card? The parent should pick up a temporary security access card from one of the Preschool Hospitality desks before dropping off the child and follow the same procedure as a guest.

What if a parent loses a card? The Preschool Ministry Office should be notified immediately of any lost or stolen cards (353-1994). If the card is not located within a week's time, the card's access will be cancelled in the system and we will make another one.

If a parent loses a card at church after dropping his or her child off in a class, he or she should stop at the nearest Preschool Hospitality desk. A Hospitality Team Member will check the individual's driver's license or other photo ID and walk the parent to the child's classroom door.

What if a child needs his parent? Teachers will check the sign-in sheet for the child's pager number and ask a Hospitality Team member to page the parent.

Can a parent stay in the classroom if their child is upset? If a child is upset, parents are encouraged to go to Worship or Bible Study with the assurance that if a child continues to cry for ten consecutive minutes, they will be paged.

If a parent feels more comfortable staying with her child and has completed a background check, she may do so. Those who have not completed a background check must check-in with the Hospitality Team first.

General:

No child should be given to anyone unless they have a valid ID. Teachers will accept children from an ADULT only and release to an ADULT only.

We want for your child's experience at church to be positive; therefore, we ask that you please do not walk into a classroom during the session. This disturbs teaching that is going on and upsets the child whose parents have not arrived. Please knock at the door and a teacher will greet you.

PRESCHOOL DISCIPLINE GUIDELINES

Our volunteers are encouraged to prevent problems by preparing ahead, establishing rules, and reinforcing good behavior. In the situation that behavior challenges should arise, teachers are encouraged to explain to the child in a positive way what behavior is expected and to redirect the child to another activity.

If disruptive behavior continues, time out may be used only after several attempts to redirect the child have failed. The chair should be facing the room, not the wall, and the length of time is limited to one minute per year of the child's age. If disruptive behavior occurs again, volunteers are to let the Director of Preschool Ministries know. She will page the parents to discuss the behavior with them. Volunteers are **NEVER** to discipline in anger, yell, spank or use any other form of physical punishment.

Parents will also be made aware of a biting incident, whether their child is the biter or the one who was bitten.

EMERGENCY SITUATIONS

We hope that we will never face an emergency situation while your child is in our care; however, it is always better to have a plan.

1. In case of a tornado or fire, please do not go to the Nursery/ Preschool areas to retrieve your child. Emergency tornado and fire routes are posted next to each classroom door and the teachers have been trained to remove your child to safety. Parents should follow their designated emergency route. Too many parents

coming to the Nursery/ Preschool area to retrieve their child at once creates confusion.

2. In case of minor bumps or bruises, first aid kits are kept on hand in the Nursery and Preschool areas. Teachers will fill out an accident report and notify the parent of the accident.
3. If a medical emergency requires immediate attention from a Doctor, parents will be contacted immediately. A licensed physician within the church will be contacted (if present). If the situation is extreme, 911 will be contacted.

Suggested Diaper Bag Contents for Nursery Children

- A small diaper bag that will fit easily on the nursery shelf.
- One or two bottles.
- Extra diapers.
- Pacifier (Clip-on type or labeled)
- Change of clothes
- Wipes
- Your child's favorite blanket.

Volunteering in Preschool

The Preschool programs at First Baptist Raytown could NOT FUNCTION without the committed volunteers who care for, love, and teach your children! We would like to encourage YOU to become involved in your child's Christian Education from the very beginning. There are several ways you can be involved:

Classroom Lead Teacher

- Complete a background check and application.
- Oversee the entire class hour. ("Sunday Morning Instructions at a Glance" are provided with your attendance sheets, posted in some classroom closets, and sent with curriculum assignments).

- Greet teacher assistants and inform them of what they are to do throughout the hour. You are the “supervisor” of the room.
- Lead the Bible teaching times.

Classroom Teacher Assistant

- Complete a background check and application.
- Involve children in Bible activity as they come into the class.
- Show love through involving children in conversation. Remember, the most important tool for teaching preschoolers is you. As much as possible, talk about God, how He loves us and made us, etc.
- Sit with children during Story Time, and assist with discipline issues so the Lead Teacher can continue on with the lesson.
- Help with writing names on papers, cleaning up in between projects, and setting out materials for the next project, including snack time.
- Help with bathroom trips.

Hospitality Team

- Complete a background check and application.
- Greet visitors and help parents find classrooms.
- Make kids and parents feel welcome and comfortable.
- Facilitate the security and sign-in process.
- Assist in making sure that every class is staffed adequately.

All of the above positions require that you discuss your desire to serve with the Director of Preschool Ministries, that you go through a screening process, that you receive all necessary training, and that you are a member of First Baptist Raytown.

We hope that you feel confident that your little one will receive loving care at church. If you have questions concerning these policies, please feel free to contact us.

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